

FSCS Steering Committee
Embassy Suites (Chevy Chase Pavillion)
4300 Military Road, N.W.
December 5, 2001

Minutes

Attending:

Steering Committee Members:

SDC's: Elected - J. D. Waggoner (Chair) Carolyn Ashcraft (Vice Chair), Marianne Kotch, Naomi Krefman, and Sondra Taylor-Furbee. Appointed: Darla Cottrill, Liz Gibson, Libby Law, and Keith Lance.

ALA: Mary Jo Lynch

COSLA: Barratt Wilkins

NCES: Adrienne Chute, Elaine Kroe, Joanell Porter and Jeff Williams

NCLIS: Denise Davis

Others:

CENSUS: Pat Garner, Johnny Monaco, Maria Polcari, Cynthia Jo Ramsey

DB Consulting: Hazel Williams

NCES: Jerry Malitz

NCLIS: Kim Miller

Visitors: Diana Tope, Suzanne Miller, Jack Mulkey, Joe Shubert

Naomi Krefman (MI) announced her resignation from the Steering Committee. Liz Gibson (CA) has been appointed to fill the rest of her term (2002-2004).

The concerns regarding timely release of the data were discussed in great detail. The desire to identify and remove roadblocks that impede the release of the 1999 and 2000 data was expressed.

Jerry Malitz, the NCES Web Master, indicated that no "Kick off" meeting has been held regarding the loading of the FY1999 or FY2000 FSCS data onto the NCES Web Site. The meeting is needed for scheduling purposes and to expedite loading of the data as soon as it is ready. Jerry has received no request to schedule the loading of the data. Adrienne Chute and Jeff Williams are to schedule a meeting with Jerry Malitz immediately.

Efforts were made to identify each step in the process and the approximate amount of time required for each was attempted. There seemed to be some difference of opinion about when various data can be released. Examples of information needed are: dates for

final un-imputed data, dates for final imputed data, dates for data available on Locator File, date for data available for Peer Comparison, dates for E.D. Tabs, dates for final edited and imputed file release.

The FY1999 Edit Files are complete. NCES anticipates release of the data in February – March 2002. The data files should be available 2-3 days after the E.D. Tabs release.

FY2000 un-imputed data is in the last round of edits. The deadline for this is December 13, 2001.

Financial Data Report: Naomi Krefman submitted a written committee report on the review of the financial data items.

The process for new/revised data elements was reviewed. The listserv will be used for discussion and the ballot will be mailed after the 2nd Steering Committee Meeting (March, 2002). Proposed language will be available for review/comment by NCES before the March 2002 meeting.

Future Meetings:

March 25-27, 2002 (Location to be announced)

June 3-5, 2001 (Location to be announced)

September 9-11, 2002 (Location to be announced)

December 8-11, 2002 (Phoenix, AZ)

To do:

Adrienne Chute: Meet with Web Master to schedule loading of FY1999 and FY2000 data.

Pat Garner: Check on CENSUS handling of Townships in other surveys (in order to improve the FSCS definition). Township is currently not represented in the geographic codes for FSCS.

Issues raised during conference:

- Concern about timely release of data
- State Population data being reported (what is the most recent data date for each state) – suggested a quick survey of SDC's
- Geographic Code: Where to report Township Libraries? Pat Garner will check with CENSUS about their definitions.
- Ask Jeff Owings' for contact information so well wishes can be sent to his son.
- Ask Census to verify receipt of each part of submission.
- FSCS needs a statement of "purpose" that includes the identification of the target audience.

Plus & Minus:

Plus:

- Hotel Quality
- Posting of Supper List and Kennedy Center Opportunity
- Joanell Porter and Hazel Williams are great
- Sondra Taylor-Furbee program planning
- Two-day format better than 2 ½
- Show and Tell, sharing of data excellent
- Manager's Reception
- Breakfast
- Weather
- J.D.'s Chairmanship/Master of Ceremonies
- COSLA Panel
- Joe Shubert
- Gary Phillips
- Group dynamics
- Counting on Results
- Clocks in recognition of Timely data submission
- Kim
- Location, metro, restaurants

Minus:

- Need to repeat concurrent sessions
- Round tables with back to speaker
- Caucus meeting needs to be at beginning of day

Definitions:

Data Element 28: Collection Expenditures

Divide into books and serials and subdivide into 3 categories and a total.

Books
 Print/Microform
 Electronic
 Other
 Total

Serials
 Print/Microform
 Electronic
 Other
 Total

Note: suggested that microform be separated from books, and to look at other types of collections (Audio, Video)

States endorsements: CO, FL, IN, MA, MD, MI, OK, SC, TX, WA

Data Element 28:

Delete data element #28 including the note below and replace with the following introductory paragraph and 4 parts.

Capital Expenditures: (wording slightly revised to match Naomi Krefman's Report)

Include expenditures paid for the acquisition of or addition to fixed assets such as building sites, new building, and building additions, equipment, initial book stock, library automation systems, furnishings for new or expanded buildings, or vehicles, and other onetime, extraordinary projects. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

- A. Electronic Access: Report capital expenditures associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Do not report items included as operating expenditures.
- B. Furnishing and Equipment: Report major expenditures for furniture and equipment other than for electronic access. Examples include shelving, patron tables and chairs, photocopiers, etc. Do not report items include as operating expenditures.
- C. Building: Report expenditures for the acquisition of or additions to building sites, new building additions and library facilities. Do not report debt retirement principal payments or items included as operating expenditures.
- D. Other: Report expenditures for capital items other than for electronic access, furnishings and equipment or building.

Capital Income (wording slightly revised to match Naomi Krefman's Report)

Report income to be used for capital expenditures as defined below. Include federal, state or other grants to be used for capital expenditures. Do not include income to be used for operating expenditures.

- A. State Government Income: Report state governmental funds, including grants and aid, received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of furnishings and equipment, technology systems, and other onetime, extraordinary projects.
- B. Federal Government Income: Report federal governmental funds, including grants, received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of furnishings and equipment, technology systems, and other onetime, extraordinary projects.
- C. Local Government Income: Report local governmental funds, including grants, received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of furnishings and equipment, technology systems, and other onetime, extraordinary projects.

- D. Other Income: Report private (non-governmental funds), including grants, received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of furnishings and equipment, technology systems, and other onetime, extraordinary projects.

E.

States endorsements: AZ, CO, FL, GA, IA, MA, MI, ND, VT, WI

Data Element 44: Operating Expenditures Library Materials in Electronic Format.

Modify note and move to become Data Element #26.

Modify Note: “These expenditures should also be included in collection expenditures (Data Element #25) on the Administrative Entity Screen”

States endorsements: AR, AZ, CO, FL, IN, MA, MD, OK, OR, WA

Data Element 49: Internet Access Code

Drop it entirely. If Data Element 51 is greater than “0” (any Internet Terminals) we know the library has Public Access to the Internet.

States endorsements: AK, AL, AZ, CO, MA, MS, MT, NJ, UT, VT

Data Element 45: Operating Expenditures for Electronic Access

Modify Note to fit with change to Data Element 25 and 44, and renumber. Data element 26 will become 27.

“Note: Report only operating expenses. These expenses should also be included in Other Operating Expenses (Data Element #26)

States endorsements: AZ, CO, FL, IN, MA, MD, MI, OK, OR, WA

Data Element 24-28 – Revised layout will be:

- 24 Total Staff Expenditures
- 25 Collection Expenditures (see above for more information)
- 26 Operating Expenditure for Library Materials in Electronic format (formerly #44)
- 27 Other Operating Expenditures (formerly #26)
- 28 Total Operating Expenditures (formerly 28)

States endorsements: CO, FL, IN, MA, MD, MI, OK, SC, TX, WA